



OFFICIAL RESPONSES TO VENDOR QUESTIONS RFP-2018-DBH-04-INDEP

No.	Question	Answer
1.	<p>Section 1 Introduction; Subsection 1.3 Contract Period:</p> <p>a) Please confirm the contract period.</p> <p>b) Can some of the tasks be scheduled for completion in the 6-month extension period?</p> <p>c) Will the Department consider proposals with an extended timeline?</p> <p>d) Will the Department consider extending the timeline to accommodate potential issues with the timely receipt of existing data, collection of new data, or other unforeseen delays?</p>	<p>a) The Department anticipates contract award may be approved in September 2017. Pursuant to HB517, the evaluation must be completed by November 1, 2017. However, the Department envisions an initial contract period through January 1, 2018 to support the potential for additional questions or clarifications, presentations, etc. that may be needed post completion of the evaluation.</p> <p>b) The extension period has been reserved in the event that additional services not otherwise specified in HB517 but related to this evaluation, such as subsequent activity that may be necessary as a result of information revealed in the evaluation, are later determined by the State to be in its best interest.</p> <p>c) HB517 mandates completion of the evaluation and development of a plan by 11/1/17. See Section 6.19 of the RFP for provisions applicable to Scope of Award and Contract Notice.</p>
2.	<p>Section 3 Statement of Work; Subsection 3.2 Project Management; Paragraph 3.2.1; Subparagraph 3.2.1.3; Part 3.2.1.3.2:</p> <p>Can the Department clarify if this is to generate <u>new</u> reports; obtain <u>existing</u> reports; or <u>both</u>?</p>	Existing reports.
3.	Section 3, Statement of Work,	a) Yes



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	<p>Subsection 3.1, Independent Evaluation Plan, Paragraph 3.1.1: What is the target population?</p> <p>a) Does the population include children and youth?</p> <p>b) If so, will the scope include treatment delivered in foster care and juvenile justice settings?</p> <p>c) Does the target population include individuals diagnosed with serious mental health conditions and serious emotional disturbance and/or substance use disorders?</p> <p>d) Or does it include individuals with mild and moderate mental health conditions as well?</p> <p>e) Does it include individuals with a primary substance use disorder diagnosis without a serious mental health condition?</p> <p>f) What payer sources should be the primary focus? (Medicaid? Private insurance? Dual eligible of Medicare and Medicaid? All of the above?)</p>	<p>b) The scope includes health system services. If a child/youth receives services provided by a community or inpatient provider the provider should be included regardless of the status of enrollment in foster care or the juvenile justice system</p> <p>c) Yes.</p> <p>d) The focus is to identify the service delivery system that, in general, serves individuals with high level of service needs. However, the contractor is expected to gather information about the capacity of the health system to treat people in various states of acuity and to identify gaps that exist in the system. This system analysis could include services to individuals with mild and moderate conditions in need of services such as detox, medication management, etc.</p> <p>e) Yes.</p> <p>f) All of the above.</p>
4.	<p>Section 3, Statement of Work, Subsection 3.1, Independent Evaluation Plan:</p> <p>Should the scope of the proposal include prevention or early intervention for mental</p>	<p>Yes.</p>

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No.	Question	Answer
	health as well as substance use?	
5.	Section 3, Statement of Work, Subsection 3.1, Independent Evaluation Plan: Should the scope of the proposal include consideration of treatment delivered in criminal justice settings (jails and prisons)?	No.
6.	Section 3, Statement of Work: a) Does the Department have or will it create a steering committee for this project? b) If so, how many agencies are or will be on this committee?	The vendor must propose what the vendor believes is necessary to ensure the goals of the RFP are achieved.
7.	Section 3 Statement of Work: What types of data and from what sources does the state plan to make available to the consultants?	The vendor must propose the types of data and sources the vendor believes is necessary to ensure the goals of the RFP are achieved. Potential available sources of data include demographic and service information from the state's Community Mental Health System database (Phoenix), Medicaid claims and encounter data, commercial claims data from the state's All Payer Claims data system, and state and community hospital discharge data. Vendor's are cautioned that given the tight timeline for the work, summary reports from these systems may be a more prudent approach to accomplishing required tasks.
8.	Section 3 Statement of Work: What access will the consultants receive to data from the All-Payer-Claims Data?	See Answer to Question 7, above.
9.	Section 3, Statement of Work;	The specific system mapping end-product must be proposed by

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	Subsection 3.1 Independent Evaluation Plan; Paragraph 3.1.6; Subparagraph 3.1.6.1: Please define system mapping for the purposes of this RFP.	the vendor. A system map is generally expected to be a graphic representation of the significant features of a system that illustrates visually the process or interaction of that system. It is expected that there will be a visual, or set of visuals, and a narrative report.
10.	Section 3 Statement of Work; Subsection 3.2 Project Management; Paragraph 3.2.1; Subparagraph 3.2.1.3; Part 3.2.1.3.1: Does the Department have a number of interviews and/or group interviews in mind?	No. That information should be outlined in the vendor's proposal.
11.	Section 3, Statement of Work; Subsection 3.1 Independent Evaluation; Q6 and Section 4 Finance; Q8 : a) What is the difference between Q6 and Q8 regarding positions, %FTE individuals and resumes? b) Are positions, % of FTE individuals and resumes being scored twice?	a) Q6 is part of the Technical Proposal and does not include the deliverables schedule or the salaries and total costs of positions. Q8 is part of the Cost Proposal, includes the deliverables schedules, salaries, total costs, etc. b) No.
12.	Section 3, Statement of Work; Subsection 3.1 Independent Evaluation; Q1 and Section 7 Proposal Outline and Requirements; Subsection 7.2 Outline and Detail; Paragraph 7.2.2 Technical Proposal Contents – Detail; Subparagraph 7.2.2.6: Please clarify if the Department is requesting 2 or 3 references.	Q1 is a scored question that is applicable to two (2) similar projects, and requests limited information. 7.2.2.6. is not a scored question, is broader in nature, and requests more specific information for three (3) or more similar or related contracts or subcontracts awarded to the Bidder.



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13.	Section 4, Finance: a) What is the estimated budget for this project? b) Should the consultants propose a budget for the first 5 months and a second budget for the renewal period of 6 months? c) Is there an estimated amount of hours for project completion?	a) The Department does not have an estimated budget for the project but does have up to \$100,000 to support it. b) No. c) No.
14.	Section 6 Proposal Process, Subsection 6.13: Will the Department permit bidders to submit an additional redacted version of its proposal on a C/thumb drive that the Department can use in response to public records informational requests?	Yes. However, all provisions in Subsection 6.13 remain applicable.
15.	Section 7 Proposal Outline and Requirements; Subsection 7.1 Presentation and Identification: Will the Department accept an electronic version of the proposal in place of a hard copy version?	See Paragraph 7.1.3 Technical Proposal; Subparagraphs 7.1.3.1 through 7.1.3.4 and Paragraph 7.1.4 Cost Proposal; Subparagraphs 7.1.4.1 through 7.1.4.4
16.	Section 7 Proposal Outline and Requirements; Subsection 7.2 Outline and Detail; Paragraph 7.2.2 Technical Proposal Contents – Detail; Subparagraph 7.2.2.1; Part 7.2.2.1.3; Subpart iii (third bullet):	Yes.



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	Would the Department accept the name and contact information of our stock transfer agent of our publicly traded corporation in lieu of a fiscal agent?	
17.	Section 7 Proposal Outline and Requirements; Subsection 7.2 Outline and Detail; Paragraph 7.2.2 Technical Proposal Contents – Detail; Subparagraph 7.2.2.9: Will the Department accept a copy of the Certificate of Good Standing?	Yes, as long as the Certificate of Good Standing is dated on or after April 1, 2017.
18.	Section 7 Proposal Outline and Requirements; Subsection 7.2 Outline and Detail; Paragraph 7.2.2 Technical Proposal Contents – Detail; Subparagraph 7.2.2.11; Part 7.2.2.11.2: Please clarify if the answers to Q1 through Q6 must be duplicated in the required attachments.	If Q1 through Q6 are answered required in Section 7 Proposal Outline and Requirements; Subsection 7.2 Technical Proposal Contents – Detail; Subparagraph 7.2.2.4, it is not necessary to include the answers to the questions as a separate attachment.
19.	Section 7 Proposal Outline and Requirements; Subsection 7.2 Outline and Detail; Paragraph 7.2.3 Cost Proposal Contents – Detail; Subparagraph 7.2.3.2: Would the Department accept the required financial documents in the electronic submittal along with a link to the investor tab of our company's website that contains the financial documents in lieu of hard	The Department will accept financial documents in electronic form for publically traded companies.

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	copy financial statements?	
20.	General: Does the Department have an estimated level of effort?	No.
21.	General: Our organization has an IRB; is it acceptable to use our internal IRB?	<p>We do not expect that the proposed work would involve human subjects research as defined by the U.S. Department of Health and Human Services (https://www.hhs.gov/ohrp/regulations-and-policy/regulations/45-cfr-46/index.html). Rather, we expect the proposed work will involve program and system evaluation that is not research and does not require IRB approval.</p> <p>If for some reason the candidate plans to conduct research as part of the proposed work, however, IRB supervision would be required. If the candidate expects to analyze patient data with identifiable information, the state DHHS Committee for the Protection of Human Subjects would need to review and approve the work.</p>
22.	General: Will the project involve using PII or PHI?	The Department does not anticipate using PII or PHI.